

ATTACHMENT 1

APPENDIX A

STATEMENT OF WORK

“PERSONNEL/EQUIPMENT RELOCATION SERVICES”

FEBRUARY 22, 2010

1.0 DESCRIPTION OF WORK

The Subcontractor shall furnish all labor, tools, equipment, material, supplies, transportation, and supervision necessary for a safe and efficient move to perform the following, but not limited to: relocation of staff members, office and laboratory furniture, office and laboratory equipment, and disconnecting and reconnecting computer equipment.

2.0 SPECIFIC WORK REQUIREMENTS (AS SPECIFIED BY INDIVIDUAL TASK ORDER ISSUED BY NREL)

Relocation of Staff

Relocation requires the subcontractor to relocate all office furniture, equipment, supplies, file cabinets, chairs, desks, wallboards, etc., as outlined in the National Renewable Energy Laboratory (NREL) move/floor plan, which will be provided prior to each request for services. Reinstallation of wallboards is not part of this work. Relocations may also include picking up or delivering furniture and equipment to and from the Joyce Street Warehouse Facility.

Relocation of Computer Equipment

Relocation requires the Subcontractor or the Subcontractor's designated technical support person to disconnect and reconnect computer equipment, printers, fax machines, etc., based on the NREL move/floor plan, which will be provided prior to each request for services. All cables from the computer equipment shall be bagged and boxed and attached to the respective equipment. Some relocation may require, computers and other electronic related equipment be placed on padded carts and shrink-wrapped prior to transporting the equipment. Computers to be packed appropriately according to the individual move requirements for each move specified.

3.0 LOCATION OF SERVICES

All NREL leased facilities in the Denver West Office Park, Golden CO; Golden Hill Office, 12600 Colfax, Lakewood, CO; South Table Mountain (STM) Permanent Site, Denver West Parkway; ReFUEL Facility, 1980 31st Street, Denver, CO; Joyce Street

Warehouse, 6800 Joyce Street, Arvada, CO, and the National Wind Technology Center (NWTC), 18200 State Highway 128, Golden, CO 80403.

4.0 SUBCONTRACTOR RESPONSIBILITIES

The Subcontractor is responsible to coordinate all questions, problems, or operational technical matters with the Technical Monitor. All contractual matters and questions shall be directed to the Subcontract Administrator. The Subcontractor must designate a contact person who is responsible for advising NREL at all times of their work status. Upon request, the Subcontractor shall be involved with a pre-move survey to identify tasks and materials necessary for the relocation prior to the quote.

5.0 WORKING HOURS

Working hours at NREL are 8:00a.m to 5:00 p.m., Monday through Friday, except holidays. Subcontractor personnel are not allowed on site during non-working hours unless arrangements have been made with the Technical Monitor. Requests to work weekend or holidays must be presented to the Technical Monitor at least 48 hours in advance. When subcontractor personnel are approved to work outside of normal working hours, the NREL Security Desk must be advised at 303-384-6811.

6.0 SECURITY AND SAFETY REQUIREMENTS

The Subcontractor must designate an on-site person in-charge when any subcontractor personnel are on site. The person-in-charge is responsible to advise the NREL Technical Monitor whenever subcontractor personnel enter and leave NREL work sites. Subcontractor employees shall comply with all applicable NREL and OSHA safety requirements. Safety and security orientations by NREL's Safety and Security team are required. Safe Work Permits may be required depending on the nature and location of the work requested.

All subcontract employees are to wear an NREL identification badge on their outer garment, upper portion of their body, at all times while on NREL premises. All issued visitor badges must be turned in immediately to the Security Office upon termination of activities at the Laboratory.

At least two of the subcontractor's employees shall be issued picture badges and attend the appropriate orientation sessions to become aware of NREL's safety and security processes.

7.0 WORK PERFORMED BY NREL

NREL is responsible for disconnecting any utilities related to equipment or furniture and reinstalling wallboards.